



Town of Garrett Park  
PO Box 84  
4600 Waverly Avenue  
Garrett Park, MD 20896

Second Meeting of Task Force  
Garrett Park Town Hall  
10814 Kenilworth Avenue  
Garrett Park, MD 20896

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## MINUTES

**Meeting Call to Order:** Convener Gene Brantly called the meeting to order at 8:10 PM. Present were Task Force members James Barrett, Lizzie Gliddon-Boyle, Harry Gordon, Suzanne Grefsheim, Kay Hager, Barbara Jackson, Pat Keating, Cindy Kratz, Peter Kratz, Pam Morgan, Kevin Pope, Bob Reinhardt, Laura Retherford, Phil Schulp, Natalie Shelton; Member *Ex Officio* Beth Irons; and Town Administrator Ted Pratt.

**Approval of Agenda:** Gene Brantly distributed an agenda for the meeting, noting that in future he intended have an agenda prepared well in advance of the meeting so that it could be posted.

### **Action/Discussion:**

- Meeting Minutes - There was extended discussion regarding meeting minutes. Gene Brantly noted that Ted Pratt would try to prepare draft minutes for review and that he would distribute the minutes for email comment from the members. There was further discussion regarding the method for adoption of minutes and when the minutes should be made available to the public (posting on the website, posting on the Town bulletin board at Penn Place, etc.)

Suzanne Grefsheim **MOVED**

That the minutes of a meeting be released to the public after comments and revisions are made by email and the minutes are approved by a vote at a Task Force meeting. The motion was seconded by Laura Retherford. There was brief discussion about trying to resolve disagreements via email prior to presentation at a meeting and it was the sense of the Task Force that unresolved differences would be presented at a meeting for a vote. The motion **PASSED** unanimously.

- Task Force Meeting Dates - Gene Brantly noted the list of dates for future Task Force meetings listed on the bottom of the agenda. There was brief discussion as to the cancelling of the August meeting, as it was possible that many members would be out of Town. It was the sense of the Task Force that a decision about the August meeting could be delayed to a future meeting.

- Task Force Meeting Attendance Policy - Gene Brantly then asked the Task Force to consider establishing a formal policy on attendance. There was extended discussion as to whether the number of allowed absences should be three or four.

Harry Gordon **MOVED**

That any member of the Garrett Park Land Use Task Force who misses three meetings, regardless of notice, will lose the right to vote, and that if there are more than ten full Task Force meetings, than allowed the number of absences will increase to four. An Executive Committee of the Task Force, comprising Gene Brantly and the elected chairs of the four subcommittees, would have the authority to make allowances for absences with cause. The motion was seconded by Kevin Pope.

Cindy Kratz **MOVED**

That the motion on the floor be amended to allow four absences in all cases. The motion to amend was seconded by Pat Keating, and after discussion was **DEFEATED**, with four members voting 'Aye,' seven members voting 'Nay,' and three members abstaining. After further brief discussion, main motion was **PASSED**, with twelve members voting 'Aye,' two members voting "Nay," and one abstaining.

- Task Force Subcommittees - Gene Brantly reported that he had been able to map all the various activities for the four proposed subcommittees from the report of the first Task Force meeting. Gene stated that his goal was have the Task Force form the membership of the subcommittees by separating into four, self-selecting groups, that each sub-committee would elect a chair to report to the Task Force and to sit on the Executive Committee, and would develop a scope of work. The Task Force then took a brief recess at 8:40 PM.

At 9:10 PM the Task Force reconvened and separated into groups: the largest group selected the Technical Standards Subcommittee, the next largest group selected the Research Subcommittee, one member selected the Communications & Education Subcommittee, and no one selected the Implementation Subcommittee. Gene Brantly distributed the subcommittee issues mapping that he had prepared from the work of the first Task Force meeting (attached to these minutes).

At 9:50 PM the Task Force reassembled. Gene Brantly noted that there was no Implementation Subcommittee formed, only one member on the Communications & Education Subcommittee, and that the "center of gravity" was obviously the Technical Standards and the Research Subcommittees. Gene then asked for reports from the subcommittees.

Technical Standards Subcommittee - Bob Reinhardt reported for the:

- What is the goal?

Open space protection  
Building height limits  
Etc.

- Need to look at how things have been going since 1992.
- Definitions in code need to be reviewed – cleaner, better
- Link permitted development to lot size – sliding scale, avoid uniformity
  - Variances
  - Special exceptions
  - Prior non-conforming structures
- Next Steps:
  - Review Overlay Zone
  - Review GP ordinance
    - How is current ordinance intended to work as a whole?
    - Analysis of 1992 discussion:
      - Research at the time
      - Issues that propelled the effort
  - Review definitions: County & Town
  - Review State law

Research Subcommittee – Natalie Shelton reported for the subcommittee:

- Possible addition of research into “green” practices as a future task
- Develop a comparative analysis of land-use standards [practices, policies] in other municipalities
  - Up to 10 municipalities –
    - Contrast & Compare
    - ID aspects useful to Garrett Park
- Develop database
  - Inventory of existing data
  - ID data gaps
  - Get data we don’t have and set up for data analysis
  - ID importance of data

After subcommittee reports there was discussion of how to manage feedback between committees; how to assemble, review, contrast & compare, and analyze other municipal codes; how to refine the Task Force’s purpose, goals & objectives; and how to link all of this activity to the charge from the Town Council.

Gene Brantly stated that he felt the Task Force needed to nail down the scope of work for the subcommittees, and that the subcommittees needed to get to work on this as soon as possible in order to prepare a report for the full Task force. Gene indicated that he would work with Bob Reinhardt (Technical Standards), Suzanne Grefsheim (Research), and Cindy Kratz (Communications) on developing scope of work for their respective

subcommittees, and that he would circulate revisions to his original “map” of the subcommittees.

The meeting adjourned at 10: 20 PM

Respectfully Submitted,

[TOWN SEAL]

Edwin Pratt, Jr., Clerk-Treasurer